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COMPUTER CODE	FAN #	MIS COMP	COMPONENT	NAME CODE
A	1000	D00	ODIR	ODIR
B	2000	P00	PPBS	PPBS
C	2500	T40	SS-Commo Branch	SS-CO
D	2510	T45	Commo Branch	Commo
E	3000	S00	O/CH/PSG	CPSG
F	3110	S30	AID/PSG	AID
G	3210	S40	R&RD/PSG	R&RD
H	3310	S50	RD/PSG	RD
I	4000	E00	O/CH/IEG, all IEG Minus PHD/IEG	IEGPI
-------	FOR PAY ROLL ONLY			---------
J	4000	E00	O/CH/IEG	CHIEG
K	4120	E30	WGD/IEG	WGD
L	4200	E40	EGD/IEG	EGD
M	4300	E50	SD/IEG	SD
N	4400	E60	MSD/IEG	MSD
-------				---------
O	4500	E70	PHD IEG	IEGPD
P	5010	T00	O/CH/TSG	CTSG
Q	5100	T10	PPS/TSG	PPS
R	5300	T30	RED/TSG	RED
S	5311	T99	RDCAT	RDCAT
T	5500	T60	APSD	APSD
U	5600	T50	ESD/TSG	ESD
V	8000	X00	Joint Procurement	JP
W	9900	Y00	External Training (Imagery Analysis)	EXTNG

FES
12 November 1970

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PROGRAM CATEGORY	SUB CATEGORY	PROGRAM ELEMENT	COMPONENT
1. Information Processing and Exploitation	1 Imagery Exploitation	1 Imagery Analysis	IEG, APSD
		2 Imagery Services	PSG, Commo Br/SS ESD/TSG
		3 Management Support	O/D, PPBS, SS-less Commo Br TSG/O/CH
2 Research Development and Engineering	2 Information Processing and Exploitation	4 Imagery	Fan #5311
		5 Management Support	PPS/TSG RED/TSG

N - Computer Codes

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MIS "STANDARD" REPORTS DISTRIBUTION
(Distributed Regularly)

Organization	Report No.	Copies	Frequency	Description
PPBS	4	1	weekly	Active Projects
"	13	1	monthly	Master Project List
IEG	4	8	weekly	Active Projects
PSG	4	1	weekly	Active Projects
" AID	4	4	weekly	Active Projects
" AID	2	1	weekly	Component manhrs. by employee
" R&RD	4	7	weekly	Active Projects
" RD	4	5	weekly	Active Projects
" RD	2	1	weekly	Component manhrs. by employee
TSG	2	1	weekly	Component manhrs. by employee
"	4	4	weekly	Active Projects
"	6	1	weekly	New Projects
"	7	1	weekly	Projects Completed
"	8	1	weekly	Projects Cancelled
IAS	4	1	weekly	Active Projects
"	2	1	weekly	Component manhrs. by employee

In addition to the above distribution, two complete sets of Standard Reports are produced each week. One set is retained in AID, and the other is utilized by PPBS. The Reports not included above are as follows:

Report No.	Description
1	Edit Errors
3	Suspense File Listing

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PSG	4	1	weekly	Active Projects
" AID	4	4	weekly	Active Projects
" AID	2	1	weekly	Component manhrs. by employee
" R&RD	4	7	weekly	Active Projects
" RD	4	5	weekly	Active Projects
" RD	2	1	weekly	Component manhrs. by employee
TSG	2	1	weekly	Component manhrs. by employee
"	4	4	weekly	Active Projects
"	6	1	weekly	New Projects
"	7	1	weekly	Projects Completed
"	8	1	weekly	Projects Cancelled
IAS	4	1	weekly	Active Projects
"	2	1	weekly	Component manhrs. by employee

In addition to the above distribution, two complete sets of Standard Reports are produced each week. One set is retained in AID, and the other is utilized by PPBS. The Reports not included above are as follows:

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1	Edit Errors
3	Suspense File Listing

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MIS "OPTION" REPORTS DISTRIBUTION
(Distributed Regularly)

Organization	Report No.	Frequency	Description
PPBS	1	Monthly, Qtrly, Annually	Component, Project & Activity
"	5	" " "	Bloc* & Component
"	6	" " "	Component, Bloc & Activity
"	9	" " "	Project, Component & Activity
AID	1	" " "	Component, Project & Activity
"	8	" " "	Component, Activity & Bloc
TSG	9	" " "	Project, Component & Activity
IAS	1	" " "	Component, Project & Activity
"	5	" " "	Bloc & Component
"	6	" " "	Component, Bloc & Activity
"	8	" " "	Component, Activity & Bloc
"	9	" " "	Project, Component & Activity
SPAD	8	" " "	Component, Activity & Bloc

Options 2 and 3 (Component-Activity and Activity-Component, respectively) are distributed upon request only. Options 4 and 7, designed for project data, have not yet been converted from the 1401 System to the 494 System.

*Bloc signifies major type of project such as KH-4 projects, Basic Reports projects, Direct Support projects, etc.

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Weekly MIS Reports Dessimination (FROM MIS UPDATE)

ORG	UPDATE REPT #	Description
TSG [redacted]	# 2 WEEKLY	TSG MAN HOURS
	# 5 "	ACTIVE PROJECTS
	# 6 "	NEW PROJECTS
	# 7 "	COMPLETED PROJECTS
	# 8 "	CANCELLED PROJECTS
IEG [redacted]	# 2 (MONTHLY) ✓	IEG MAN HOURS
	# 5 WEEKLY	ACTIVE PROJECTS
PSG [redacted]	SPECIAL PSG M/HR REPT ✓ (MONTHLY)	PSG MAN HOURS
PSG [redacted]	# 5 (Weekly)	active Projects ~~for with PSG~~
R+RD	# 5 weekly	active Projects
RD	#5 Weekly	active Projects

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Reports

MIS "OPTION" DISTRIBUTION
(Distributed Regularly)

ORGANIZATION	Report No.	Frequency	DESCRIPTION
PPBS	1	Monthly, Qtrly, Annually	Component, Project & Activity
"	5	" " "	Bloc* & Component
"	6	" " "	Component, Bloc & Activity
"	9	" " "	Project, Component & Activity
AID/IS	1	" " "	Component, Project & Activity
"	8	" " "	Component, Activity & Bloc
TSC	9	" " "	Project, Component & Activity
IAS	1	" " "	Component, Project & Activity
"	5	" " "	Bloc & Component
"	6	" " "	Component, Bloc & Activity
"	8	" " "	Component, Activity & Bloc
"	9	" " "	Project, Component & Activity
SPAD	8	" " "	Component, Activity, & Bloc

: Options 2 and 3 ~~respectively~~ (Component - Activity and Activity - Component) are distributed upon request only. Options 4 and 7, designed for project data, have not yet been converted from the 1401 system to the 494 system.

* Bloc signifies major type of project such as KH-4 projects, Basic Reports projects, Direct Support projects, etc.

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Attachment A

MIS "Standard" Reports [redacted] Distribution
(Distributed Regularly)

Organization	Report No.	Copies	Frequency	Description
PRBS [redacted]	4	1	weekly	Active Projects
"	13	1	monthly	Master Project List
IFG [redacted]	4	8	weekly	Active Projects
PSG [redacted]	4	1	weekly	Active Projects
" AID	4	4	"	" "
" "	2	1	"	Component Manhrs by Employee
" RR+D	4	1	"	Active Projects,
" RD	4	5	"	"
" "	2	1	"	Component manhrs by Employee
TSG [redacted]	2	1	"	" " "
" "	4	4	"	Active Projects
" "	6	1	"	New Projects
" "	7	1	"	Projects Completed
" "	8	1	"	Projects Cancelled
IAS	4	1	"	Active Projects
"	2	1	"	Component manhours by Employee

In addition to the above distribution, two complete sets of standard Reports are produced each week one set is Retained in AID, and the other is utilized by RPBS.

The Reports not included above are [redacted] as Follows:

Report No.	Description
1	Edit Errors
3	Suspense File Listing
5	Active Project List by Component
9	Changed Project data
10	Error Listing
11	Product Reporting
12	update Activity Summary

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Attachment C

Requests For ~~MIS~~ MIS Special Retrievals (Ad Hoc Distribution)

For the Period ~~Oct~~ Oct 1970 thru Feb 1971

	Monthly	Quarterly	Semi-Annually	Annually	Ad Hoc	TOT
PPBS		1				1
IEG	13				1	14
PSG		1		4	12	17
TSG					1	1
IAS	7			2	1	10
SPAD					1	1

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Requests for special MIS Retrievals (Ad Hoc Distribution)
for the Period October 1970 thru February 1971

Summary

IEG	-	14
PSG	-	17
TSG	-	1
IAS	-	10
SPAD	-	1
PPBS	-	1
		44

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REQUESTS FOR SPECIAL MIS RETRIEVALS
(Ad Hoc Distribution)

For the Period October 1970 thru February 1971

Summary

IEG	-	14
PSG	-	17
TSG	-	1
IAS	-	10
SPAD	-	1
PPBS	-	1
		44

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I propose to look into the number and types of projects which are on the books and submit necessary and feasible updatings or compilations.

I propose to institute new guide lines and regulations on the input of data and maintenance of the M.I.S data files.

and finally I propose to shift more responsibility to each component so that they will be certain that the data within the M.I.S is accurate and timely.

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ATTACHMENT B.

REQUESTS FOR AD HOC MIS DATA BETWEEN OCT 1970 AND FEB. 1971

ORGANIZATION	NO OF REQUESTS
PPBS	14
PSG	15
IEG	12
TSG	1
IAS	14

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8. It is my recommendation that I be charged with task of ~~providing~~ revitalizing the MIS

This means that the activity codes will be scrutinized to eliminate those not necessary and to add new ones where needed. Incidentally some of this has and is being done today to accomodate a PSG Request for ~~a~~ special activity code restructuring and to accommodate the use of the MTST so that future analytical studies of MTST usage can be made.

I propose to revitalize the MIS capability (heretofore unused) to include in its data base statistics on products produced to eliminate the many systems now in use which collect such data but are of various types and spread throughout the center

I propose

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8. It is my recommendation that I be charged with tasks of revitalizing the MIS.

This means that the full capability of the MIS will be enabled at and when feasible improved.

Among these improvements will be the elimination of unnecessary activity codes and the addition of new ones when they are needed. As for example the recent restructuring of MIS activity codes for PSG to satisfy one of their needs or as we are currently restructuring activity codes in order that we may later measure the cost and effect of the MTST on center production.

I also propose to revitalize the heretofore rarely used capability of the MIS to collect and store data on NPIC products (Reports, Briefing Boards etc.).

This should eliminate the keeping of such records by various systems now in use throughout the center.

I also propose to look at the number of reporting components to the MIS and either eliminate ~~their input~~ or consolidate their input where it may prove feasible.

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ATTACHMENT A

MIS REPORT DISTRIBUTION

ORGANIZATION	REPORT NO.	FREQUENCY	DESCRIPTION
TSG [redacted]	2	WEEKLY	TSG MAN HOURS
"	5	"	ACTIVE PROJECTS
"	6	"	NEW PROJECTS
"	7	"	COMPLETED PROJECTS
"	8	"	CANCELLED PROJECTS
IEG [redacted]	2	MONTHLY	IEG MAN HOURS
"	5	WEEKLY	ACTIVE PROJECTS
PSG [redacted]	SPECIAL	MONTHLY	PSG MAN HOURS
PSG [redacted]	5	WEEKLY	ACTIVE PROJECTS
R+RD	5	"	" "
RD	5	"	" "

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TRANSMITTAL SLIP | DATE 8 Dec 70

TO: Ex. Director, NPIC

ROOM NO. | BUILDING

REMARKS:

John: The attached paper on Information Needs of the Ex. Dir. and the MIS contains recommendations in paragraphs 5 and 14 for your consideration. If you approve of these recommendations I will be happy to draft an NPIC Notice or whatever is required to notify the appropriate people.

I have not coordinated this paper with anyone outside of NPIC.

FROM:

ROOM NO.

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

MIS
Top-level access

MIS
greeater than

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MONTHLY OPTIONS REPORTS DISSEMINATION

COMPONENT	REPORT NOS.	PERSON TO CALL	EXT
IAS	1 (all branches beginning with a "C") 2 copies 5 (Project Blocks 05, 06 and 99 - all Divisions beginning with a "C") 1 copy 6 (all Group/Div beginning with a "C") 1 copy 8 (all Branches beginning with a "C") 1 copy 9 (all Projects beginning with 05 & 06) 1 copy		
SPAD	8 (all Branches beginning with an "A") 1 copy		
AID/SIS	1 (Branches S30 thru S35) 1 copy 8 (Branches S30 thru S35) 1 copy		
PP&BS	1 (all Branches except those beginning with "A" or "C") 1 copy 5 (Entire list) 1 copy 6 (Entire list) 1 copy 9 (Entire list) 2 copies		

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ATTACHMENT A

Report No.	Description
5	Active Project List by Component
9	Changed Project Data
10	Error Listing
11	Product Reporting
12	Update Activity Summary

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Secret

Attachments A, B, and C to Memorandum For: Chief, Planning, Programming, and Budgeting Staff, NPIC; Subject: The NPIC Management Information System; dated: 8 April 1971.

Secret

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